

**CAPE MAY COUNTY SCHOOL DISTRICT
188 CREST HAVEN ROAD
CAPE MAY COURT HOUSE, NJ 08210**

**June 18, 2018
1 p.m.**

The following were present at the meeting: Mr. Anthony L. Anzelone, board member; Mr. Alan I. Gould, board vice president; Mr. Robert L. Boyd, board president.

Mr. Kerry Higgs, board member and Mr. Robert L. Bumpus, board member were not present.

Also present at the meeting were: Amy L. Houck Elco, Esquire; James R. Owens, Director Buildings & Grounds; Steven Vitiello, Principal; Jacqueline A. McAlister, Supervisor of Post-Secondary, Evening Continuing and Adult Education & Apprenticeship; Nancy Wheeler- Driscoll, Director Curriculum & Instruction; Paula J. Smith, Business Administrator/Board Secretary; Dr. Nancy M. Hudanich, Superintendent.

FLAG SALUTE

Pursuant to N.J.S.A. 10:4-10, adequate notification of this meeting has been properly posted in The Press of Atlantic City and the County Freeholder's office on November 6, 2017, as prescribed by Chapter 231, laws of 1975.

PUBLIC INPUT

There was no public input at this meeting.

ADMINISTRATIVE REPORTS

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following administrative reports were approved by roll call:

- * A. Jim Owens, Director of Building & Grounds
- * B. Steven Vitiello, Principal
- * C. Nancy Wheeler Driscoll, Director of Curriculum and Instruction
- D. Jacqueline McAlister, Director of Post Secondary, Evening/Continuing Education, Adult Education and Apprenticeship
- * E. Dr. Nancy M. Hudanich, Superintendent

APPROVAL OF MINUTES OF PREVIOUS MEETING

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following minutes were approved by roll call vote:

- * A. May 15, 2018, Board Meeting (no quorum)
- * B. May 22, 2018, Board Meeting
- * C. May 22, 2018, Executive Session
- D. Resolution to make public release of the following Executive Session minutes with portions redacted: October 17, 2017 through March 27, 2018

REVENUE & EXPENSE

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following items (A-I) were approved by roll call vote:

- * A. Board secretary's monthly certification of budgetary line item status;
- * B. Financial report A-148 and A-149 April 2018, board secretary report and treasurers report, pending audit;
- * C. Board of education's monthly certification of budgetary major account/fund status;
- * D. Bills as presented;
- * E. Budget summaries, April 2018;
- * F. Transfers;

G. Bids, contracts, reports, agreements
(Cape May County Technical School District, referred to as "CMCTSD")

<u>Name- Report/Contract</u>	<u>Purpose</u>	<u>Amount</u> (attached)	<u>Date/Year(s)</u>
* 1. Grant salary allocations			SY 2017-18
2. Authorize business administrator	Year end transfers to pay bills due and owing		6/30/2018
3. Transfer surplus to Capital Reserve	for future capital projects	up to \$600,000.00	6/30/2018
4. Transfer surplus to Maintenance Reserve	to offset future maintenance projects	up to \$300,000.00	6/30/2018
5. Multi-Temp Mechanical State Contract #88695	licensed contracted services, HVAC, Refrigeration journeyman helper parts, 9% above wholesale	\$74.75 per/hr \$63.91 per/hr	7/1/2018- 2/28/2019
6. Resolution N.J. State Athletic Association	membership renewal	\$2,150.00	SY 2018-19
7. Middle Township Board Resolution Participation in Pricing Agreement	participate in bid to purchase electrical, HVAC refrigeration & plumbing services	n/a	SY 2018-19
*8. Resolution NJSIG Cape May Atlantic Insurance Pool Indemnity & Trust (Insurance/Risk Management)	insurance renewal/ risk management	\$316,375.00	7/1/2018- 6/30/2021

9. Cape May County Special itinerant services per agreement SY 2018-19
Services School District
and CMCTSD
- *10. Pay to Play Resolution replacement of breaker \$25,130.00 6/8/2018
for Calvi Electric
- *11. Chapter 47 Anticipated renew/award/expire SY 2018-19
Contracts**
**Pursuant to the PL 2015, Chapter 47 the Cape May County Technical School District Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statues and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulation 2CFR Part 200.317 et. seq.

H. Grants/Donations for applying/accepting:

<u>Name of Grant(s)</u>	<u>Apply/Accept</u>	<u>Amount</u>	<u>Date</u>
Adult Basic Skills & Integrated English Literacy & Civics Education (ABE/HSE/ESL & Civics)	accept	\$163,380.00	SY 2018-19
Perkins Secondary (Federal)	accept	\$93,853.00	SY 2018-19
Perkins Secondary (Reserve)	accept	\$17,892.00	SY 2018-19
Perkins Post-Secondary	apply	\$83,017.00	SY 2018-19
Every Student Succeeds Act	apply/accept	\$208,043.00	SY 2018-19
Individuals with Disabilities Education Act – Part B	apply/accept	\$95,208.00	SY 2018-19
N.J. Dept. of Labor Workforce Dev. County Apprenticeship Coordinator	apply/accept	\$10,600.00	SY 2018-19

- I. The following item(s) to be disposed, used by school lab or sold on (gov/deals):
- | <u>Name of Item</u> | <u>Value of Item</u> | <u>Reason for Disposal</u> |
|--|----------------------|-----------------------------|
| Gateway 975 computer | unknown | not serviceable/strip parts |
| Neo2 Training/mobile labs | unknown | not serviceable |
| Visionary reader & rolling travel case | unknown | not serviceable |

COMMUNICATION

- * A. Correspondence from
Robert Bumpus, Executive County Superintendent of Cape May County Schools
Synopsis:
In accordance to N.J.S.A. 18A:7-8(j) and N.J.A.C.6A23A-3.1 the employment contract for Paula Smith, Business Administrator/Board Secretary has been reviewed and approved for the period of July 1, 2018, through June 30, 2019.
- * B. Correspondence from
Chelsey Barber, Teacher of English
Synopsis:
Notification of resignation effective June 30, 2018. Has faithfully served the district for four years as Teacher of English, a swimming coach and advisor in the Drama Club.

- * C. Correspondence from
George Kuykendall, Teacher of Computer Technology Program
Synopsis:
Notification of retirement effective June 1, 2018.
- * D. Correspondence from
Officer Louis E. Taylor, III, PREA Compliance Manager, CMC Sheriff's Office
Synopsis:
Giving thanks for Communication Arts Teacher Chris Jones and his 11th grade and 12th grade students for their talent and impeccable execution of producing a video of the construction of the new jail and filming around 100 different scenes.
- * E. Correspondence from
Dale M. Foster, P.E. County Engineer
Synopsis:
Resolution No. 449-18 reflecting Change Order No. 3 for the Cape May County Technical High School Softball Field.

CURRICULUM

On the motion of Mr. Anzelone, seconded by Mr. Gould, the following Curriculum was approved by roll call vote:

- * A. Job cards April 2018;
- B. Summer Hours: July 2 through Aug 31, 2018 offices will be open 8 AM to 3:30 PM; Energy Savings 4-day work week, district closed Friday;
- C. Operate the HSE (High School Equivalency) Testing Center, July 2, 2018, through June 30, 2019;
- * D. Recommend that the Board of Education acknowledge the non-affiliated School Based Youth Services (SBYS) trips. The trips are arranged by the School Based Youth Services (SBYS) which is not affiliated with the Cape May County Technical School District. All costs for food, liability, travel, insurance, etc., are the responsibility of the School Based Youth Services (SBYS) and/or their affiliate Cape Counseling Services funded by the Department of Children and Families, and/or participants (adults, parents, and students).

E. Field Trips:

<u>Date</u>	<u>Destination/Purpose</u>	<u>Students/Teachers/Caperones</u>		
6/8/2018	Mike's Pine Barrens Canoe & Kayak exploration of the Pine Barrens ecology (grades 9-12)	55	3	4
5/29/2018	Crest Haven new County Jail video production of new jail orientation (grade 12)	6	1	

LEGISLATION & POLICY

On the motion of Mr. Anzelone, seconded by Mr. Gould the following legislation and policies were approved as indicated by roll call vote:

Second reading:

- * A. 1315 Distribution of Materials, Solicitation & Advertising on School Property
- * B. 3541.31 Volunteer Private Driver Form
- * C. 5131 Conduct/Discipline
- * D. 5131.1 Harassment, Intimidation and Bullying
- * E. 5131.5 Vandalism/Violence
- * F. 5131.6 Drugs, Alcoholic Beverages, Tobacco (Substance Abuse)

- * G. 5145.4 Equal Educational Opportunity
- * H. 5145.5 Photographs of Students
- * I. 6171.4 Special Education
- * J. 6171.4 Special Education_Regulation

First reading:

- * K. 4111 Recruitment, Selection & Hiring
- * ~~L. 4111/ Recruitment, Selection & Hiring_Regulation 4211~~ (This was pulled from the agenda).
- * M. 4211 Recruitment, Selection & Hiring

PERSONNEL

(All hiring are upon the recommendation of the Superintendent and contingent upon the result of criminal background investigation and request for emergent hiring will be made where appropriate).

On the motion of Mr. Gould, seconded by Mr. Anzelone, the following personnel were approved by roll call vote:

<u>Name</u>	<u>Position</u>	<u>Description</u> <u>Funding</u> <u>Program</u>	<u>Step</u> <u>Amount</u> <u>Longevity</u>	<u>Effective</u> <u>Date(s) or</u> <u># of Days</u>
Barber, Chelsey	Teacher of English	resignation		6/30/2018
Kuykendall, George	Teacher of Computer Technology Program	retirement		5/31/2018
Clark, Catherine	Practical Nursing Instructor/Clinical & Coordinator	resignation		<u>revised:</u> 5/31/2018
Employee #514		FMLA	paid	5/14/2018- 6/8/2018
Embs, Nancy	Bridging Co-Coordinator	grant/local	\$2,500.00	7/1/2018- 8/15/2018
Stratton, Julie	Bridging Co-Coordinator	grant/local	\$2,500.00	7/1/2018- 8/15/2018
Holland, Jacqueline	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018- 8/15/2018
Janda, Edward	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018- 8/15/2018
Pleasants, Matthew	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018- 8/15/2018
Roach, Lisa	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018-

				8/15/2018
Smith, Karen	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018-8/15/2018
Tack, Gina	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018-8/15/2018
Vilimas, Jason	Bridging Mentor	grant/local	\$29 per/hr	7/17/2018-8/15/2018
Murphy, Jacqueline	Volunteer Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	n/a	SY 2018-19
Bollwage, Scott	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Bravo, Janet	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Cowley, Nora	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Embs, Nancy	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Rutherford, Sarah	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Sangillo, Robert	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Waddell, Mary Ellen	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Satterfield, Elizabeth	Teacher (part-time) (Substitute)	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$32 per/hr	SY 2018-19
Satterfield, Elizabeth	Laces Input Coordinator	ABE/HSE/ESL/Civics	\$5,000.00	SY 2018-19
Jurusz, Susan	Grant Implementation Coordinator	ABE/HSE/ESL/Civics/Dollar General/Perkins PS	\$7,000.00	SY 2018-19
Niemira, Jonathan	Teacher (part-time)	ABE/HSE/ESL/Civics/Dollar General	\$32 per/hr	SY 2018-19
Carusi McCoy, Coleen	Teacher (part-time)	ESL/Civics/Dollar General	\$32 per/hr	SY 2018-19
McKinley, James	Bus Driver	(after regular school hours only)	\$16.50 per/hr	SY 2018-19
Basile, Frank	Instructor Behind the Wheel		\$25 per/hr	SY 2018-19
Ridgway, Robert	Instructor Behind the Wheel		\$25 per/hr	SY 2018-19

Roma, Virginia	Instructor Behind the Wheel		\$25 per/hr	SY 2018-19
Hearon, Robert	Substitute Teacher planning/preparation (Teacher of Computer Science)	high school	\$110 per/day	5/14/2018-6/19/2018
Glick, Deborah	Practical Nursing Instructor	Post-Secondary Practical Nursing	per diem	<u>revised:</u> 6/20/2018-8/15/2018 up to 22 days
Zilinek, Ann	Practical Nursing Instructor	Post-Secondary Practical Nursing	per diem	<u>revised:</u> 6/20/2018-8/15/2018 up to 22 days
Andrewson, Joshua	Greenhouse Supervisor	not to exceed 115 hrs	\$25 per/hr	SY 2018-19
McKinley, James	Aquaculture Supervisor	not to exceed 115 hrs	\$25 per/hr	SY 2018-19
Arnold, Alicia	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
Carusi-McCoy, Coleen	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
Ditzler, Candida	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
Roach, Lisa	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
Sockriter, Lori	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
Tack, Gina	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
Valletto, Debbie	Examiner	HSE-TASC Testing Center	\$29 per/hr	SY 2018-19
McAlister, Jacqueline	Chief Examiner	HSE-TASC Testing Center	n/a	SY 2018-19
Jones, Christopher	Instructor	Summertime Adventures for Kids	\$29 per/hr	4 days
Pleasants, Matt	Instructor	Summertime Adventures for Kids	\$29 per/hr	4 days
Pruna, Carlos	Instructor	Summertime Adventures for Kids	\$29 per/hr	4 days
Sykes, Suzanne	Instructor	Summertime Adventures for Kids	\$29 per/hr	8 days
Tack, Gina	Instructor	Summertime Adventures for Kids	\$29 per/hr	8 days
Toft, Hanna	Instructor	Summertime Adventures for Kids	\$29 per/hr	8 days
Toft, Holly	Instructor	Summertime Adventures for Kids	\$29 per/hr	8 days
Wade, Warren	Instructor	Summertime Adventures for Kids	\$29 per/hr	8 days
Wenker, Micah	Instructor	Summertime Adventures for Kids	\$29 per/hr	4 days

Zipparo, Lynda	School Nurse	Summertime Adventures for Kids	\$32 per/hr	8 days
Dougan, Emily	Lab Monitor	HS Credit Recovery Program	\$32 per/hr	16 days
Dascher, Kimberly	Math Instructor	HS Credit Recovery Program	\$32 per/hr	16 days
Halsey, Brian	English Instructor	HS Credit Recovery Program	\$32 per/hr	16 days
Mason, Tarin	Science Instructor	HS Credit Recovery Program	\$32 per/hr	16 days
Zipparo, Lynda	School Nurse	HS Credit Recovery Program	\$32 per/hr	16 days
Glick, Deborah	Practical Nursing Coordinator	post-secondary	\$3,000.00	SY 2018-19
Smith, Paula J.	Business Administrator	*Contract renewal	\$139,835.00	SY 2018-19

BOARD MEMBER COMMENTS AND DISCUSSION ITEMS

The Board members discussed the final Board meeting for The Cape May County School District. Mr. Boyd reflected on the dedication and commitment of past Board members Beatrice Payne, James Washington and Arthur Cornell.

EXECUTIVE SESSION

On the motion of Mr. Anzelone, seconded by Mr Gould, a Resolution to Adjourn the Public Meeting and to enter into Executive Session pursuant to the New Jersey Public Meeting Act convened at 1:45 p.m. to discuss the following matters was approved by roll call vote:

HIB
Contractual Matter – Spiezel Architects
Contractual Matter – Garozzo-Scimeca Construction
Personnel –

Minutes of this executive session will be made available to the public at a time when the disclosure of such minutes will not conflict with the lawful purpose for which such discussion is held in executive session. (At this time, it is not possible to estimate when the minutes of this Executive Session may be disclosed to the public consistent with the lawful purpose for which such disclosure is held; however, the Board shall review the minutes of this Executive Session no later than (90) days from this date in order to determine which such minutes may be released to the public at that time.) Upon conclusion of the executive session, it is anticipated that the Board will take action at that time in connection with the matters discussed in executive session.

RETURN TO OPEN SESSION

On the motion of Mr. Boyd, seconded by Mr. Anzelone, the board affirmed the action taken by the Superintendent for Harassment, Intimidation and Bullying (HIB) Investigation(s) for the period April 13, 2018 through May 10, 2018 (2 non-HIB investigation) and acknowledged the investigation(s) that occurred between the period

of May 11, 2018 through June 14, 2018 (2 HIB investigation(s)). By roll call vote.

ADJOURN

On the motion of Mr. Anzelone, seconded by Mr. Gould, the meeting was adjourned at 2:28 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Paula J. Smith".

Paula J. Smith
Board Secretary